

Surface Water Grant Application Instructions

BEFORE YOU START

How to Prepare

Before completing your application, thoroughly review the application guidelines and talk with your Department of Natural Resources (DNR) regional Surface Water Coordinator [AIS/Lake/River Coordinator and/or Environmental Grant Specialist](#) for your area.

Is your Organization Eligible to apply for a Grant?

Wisconsin Statutes identify counties, towns, cities, villages, WI tribes, sanitary districts, protection and rehabilitation districts, and school districts working with another eligible sponsor as automatically eligible to apply.

If your organization is other than those listed above and you are a first-time applicant, you must complete and submit additional forms to determine if your organization is eligible to apply, as follows:

- Form [#8700-226](#) for Lake Management Organizations,
- Form [#8700-287](#) for River Management Organizations, or
- Form [#8700-290](#) for Nonprofit Conservation Organizations and Qualified Non-profit Conservation Organizations),

We recommend that any sponsor not originally identified in Wisconsin Statutes submit an organizational eligibility form well ahead of the grant application deadline.

Application Submission Deadlines:

Accepted Year-round	<ul style="list-style-type: none">• AIS-Early Detection and Response Projects• AIS-Maintenance and Containment Projects
December 10 th	<ul style="list-style-type: none">• Lake Management Planning• Lake Classification & Ordinance Development• AIS-Education, Prevention and Planning Projects• River Protection Planning
February 1st	<ul style="list-style-type: none">• Lake Protection• AIS-Established Population Control Projects• River Protection Management

How to Submit your Surface Water Application:

- Email: DNRSURFACEWATERGRANTS@wisconsin.gov (preferred)
- Mail: PO Box 7921, Madison, WI 53707-7921 or

- Drop off: 101 S Webster St, Madison WI 53707

A complete application includes the surface water (lakes/rivers/AIS) grant application form and all attachments required for the type of project for which you are applying. Contact your DNR regional [AIS/Lake/River Coordinator or Environmental Grant Specialist](#) if you have questions or need clarification on any requirement. If mailing, your completed application must be postmarked by the deadline date.

Instructions for Emailing Surface Water Applications:

- **Step 1:** Open the [Surface Water Application](#).
- **Step 2:** Save the blank application to your computer.
- **Step 3:** Complete the application using [Adobe Acrobat reader](#).
- **Step 4:** Save the completed application to your computer.
- **Step 5:** Complete, print, sign, scan and save the [Authorizing Resolution](#) as a PDF.
- **Step 6:** Complete support documentation specified in Section 6 and save as scanned PDFs or Word files.
- **Step 7:** Open your email and create a new email to: DNRSURFACEWATERGRANTS@wisconsin.gov
- **Step 8:** In the Subject line of your email enter the type of grant for which you are applying, the county where the project is located, and the applicant's name (reference section 1 of the application for grant name types). **Example:** (Large Scale Planning, Oneida Co., Eagle River Lake Association).
- **Step 9:** The application materials should be saved in PDF format, and not exceed 15 megabytes (MB) in size. Only the completed application form and supporting materials specified in Section 6 will be accepted. If email size (including attachments) exceeds 15 MB, send documents in multiple emails.
- **Step 10:** All applications must be received on or before the application due date.

INSTRUCTIONS BY SECTION

Section 1: Application Type

Check the box next to the project type that most closely describes the project for which you are seeking grant funds. Consult the [Surface Water Applicant Guide](#) for more information on the various grant programs.

Section 2: Applicant Information

Most of the application information requested is self-explanatory.

Project Title: Give a descriptive title for the project that includes the name of the waterbody and/or project area (60 character limit).

Applicant Name: Enter the organization, municipality or Tribal name.

Organization Type: Click on the dropdown arrow and select the appropriate organization type. Enter organization type (Applicant are limited to county, city, village, town, WI tribe, sanitary district, lake district, hydroelectric corporation, other local governmental unit as defined in s. 66.299, Wis. Stats., school district, qualified lake association, qualified river management organization or qualified nonprofit conservation organization)

Authorized Representative Name and Title: The Authorized Representative must be the person whose name or position appears on an authorizing resolution ([Sample Authorizing Resolution](#)) approved by the applicant's governing body. Applicants are encouraged to designate a position, such as "County Conservationist", "Mayor", or "Treasurer" as opposed to naming a specific individual since individual turnover is known to occur but position titles are rarely eliminated. Using a position title eliminates the need to approve and submit a new resolution, should staff within the designated position change. The Authorized Representative typically performs the following duties on behalf of the applicant:

1. Signs and submits the grant application
2. Signs a grant agreement between applicant and the DNR
3. Submits quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submits grant reimbursement request to the DNR
5. Signs and submits other required documentation

The Authorized Representative must be a member, employee, commissioner or board member for the sponsoring governing body or organization. **A consultant hired by the applicant may not be named as authorized representative for the project.**

Contact Representative Name: The contact person is the person the applicant designates to perform day-to-day management and coordination of the project. The contact person may or may not be the same person as the authorized representative. The applicant may choose to designate a consultant as the contact person.

Qualified Organization: If applicable, indicate Yes or No if you have been approved as a qualified organization. If no, you must apply to become a qualified organization before applying for or receiving financial assistance from the Department of Natural Resources under ss. 30.92, 281.68 and 281.69 Wis. Stats.

Section 3: Project Information

Waterbody Name: Provide the name of the waterbody where the project is located.

Proposed Start Date: If applying for grants with a December 10 deadline, the start date is Feb 15 of the following year. If applying for grants with a Feb 1 deadline, the start date is April 15th of the same year.

Proposed Ending Date: The project end date must be either June 30 or December 31 of the year you plan to complete your project. Projects should take no longer than three years to complete. All expenditures must be completed by the project ending date. Final reports and payment requests with supporting documentation must be submitted within six months after the project end date.

Project Area: Check the box that best describes the project area.

County: Enter the county where the project is located.

Public Access: Indicate with a **Yes** or **No** if there is public access on the waterbody where project is being proposed.

If yes, attach a map showing public access points. You can use the [Locational Finder](#) to create your map. The map should identify public and private boat launch facilities, parks, public swimming beaches, public fishing piers, platted access sites, road right-of-ways reaching the water's edge, and publicly owned lakeshore.

For regional and county-wide projects, public access maps are not required.

Note: Platted public access sites are identified on original subdivision plats kept at town halls and can be found on tax parcel maps available from your county Lands Record Office. If you are unable to obtain access to these maps, please explain your good faith efforts to obtain public access information, and the problems you encountered.

If project area is an individual lake or river segment, answer the next two public access questions.

Number of Public Access Sites: Indicate how many public access sites are located around the waterbody (including boat launches and walk-in).

Number of public Vehicle Trailer Parking Spaces: Indicate how many vehicle and trailer parking spaces are available at each boat landing.

Laboratory Sample Analysis: Indicate **Yes** or **No** if your project will require water samples. If yes, indicate if the samples will be processed at the State Lab of Hygiene or another Certified Laboratory. If another Certified Laboratory, please indicate the name of that laboratory. If State Lab of Hygiene, work with your DNR AIS/Lake/River Coordinator to fill out the [Surface Water Grant Project Lab Costs form \(8700-360\)](#)

Pre-application grant scoping consultation meeting: Indicate **Yes** or **No**, if you have met with a DNR AIS/Lake/River Coordinator.

Date of Contacts: (at least 30 days prior to application completion): Enter the date of the meeting (month/day/year) ____/____/____

Name of DNR Contact: Enter the name of the DNR AIS/Lake/River Coordinator and DNR Environmental Grant Specialist or Real Estate Specialist you met with.

State Assembly District Number: Enter the State Assembly District Number. Use the [Locational Finder](#) to find your State Assembly District number.

State Senate District Number: Enter the Senate District Number. Use the [Locational Finder](#) to find your State Senate District number.

Minor Civil Division Name: Provide the name of the city/town/village in which the project will be located.

Legal Descriptions: Use the [Locational Finder](#) to determine the legal descriptions project location. If applying for River Management or Lake Protection Grant, provide the latitude and longitude and include in the legal description by quarter and quarter-quarter section.

Section 4: If Lake or River Management – Federal Nonpoint Source Program Funding Eligibility

Some Lakes/Rivers projects may also be eligible for Federal Nonpoint Source Program (Clean Water Act Section 319) grant funds. To be eligible for these federal funds a project must meet all of the following requirements:

- The project is located upstream of an impaired water but in the same 12-digit hydrologic unit (subwatershed) as a water listed on the most current Wisconsin Section 303(d) list of impaired waters (for assistance see [Attachment A in the Targeted Runoff Management Grant](#) and [Impaired Waters 303\(d\)](#) layer and Federal Hydrologic Units layer),
- The project controls the same pollutants for which the impaired water is listed, and
- The project implements the goals and recommendations of an EPA-approved watershed-based plan that meets EPA's "[9 key elements](#)". (Refer to [Attachment B in the Targeted Runoff Management Grant](#) and link to map and plans at <http://dnr.wi.gov/water/9kemp/>.)

Section 5: Cost Estimate and Grant Request

If your project has financial support from other organizations (e.g. school, town, county, nonprofit other management organization, etc.) list the supporting organization's name

and identify the type of support (e.g. volunteer labor, cash, donated equipment, etc.) contributing to the overall project success and the amount of support.

Include proof of financial support/commitment from the supporting organization(s) in the form of a letter of commitment; **attach letter of commitment** to application.

Indicate **Yes/No** if you know there are Federal dollars being used for the project.

Project Budget

A project budget is an estimated financial representation of the proposed statement of work. A proposal's budget should demonstrate how the Sponsor will achieve the project's objectives with an appropriate amount of resources. A budget should also demonstrate that the Sponsor's costs are fair and reasonable. When submitted, a budget represents the Sponsor's best estimate for the project's costs. If grant funding is awarded, the Sponsor will be required to adhere to the budget's structure for the life of the project. Therefore, the Sponsor must strive to make the project budget as accurate and complete as possible prior to submission. Once grant funding is awarded, the Sponsor may seek the Department's approval to revise a budget if the nature of the change does not significantly alter the scope of the project activity.

Project budgets include categories and activities within each category. Costs associated with each project activity should be included in the budget and can be shown as cash or donated values. Click on the +/- sign to add or subtract lines in the budget portion of the grant application.

Project Costs

The project costs are divided into four columns- Categories, Activity, Cash Costs and Donated Value.

Categories: Categories are defined as major cost classifications. You can use the default set of categories by clicking on the pop-up box icon to the right of the category column, create new or edit existing categories.

Activity: List all activities within each category. Activities are aligned with the project objectives and are subdivided by reimbursable expenses and Sponsor's match. Click on the + sign to the right of the chart to insert lines and click on the – sign to the left of the category column to remove lines.

Cash Costs, are those costs the applicant expects to incur specifically for the project and will be paid in cash, either from the Sponsor's bank account or with grant funds.

Donated Value, includes the value of donated labor, services and goods that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means.

Provide Detailed Breakdown of Costs for Each Category: Enter your projected costs for each applicable cost category, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value.

Common Cost Categories:

1. Administration: includes project administrative costs, time for administering the DNR grant, and coordination of project staff/employees/volunteers.
2. Associated Land Acquisition Costs: Enter the sum of eligible land acquisition costs other than the value of the land or easement itself. Eligible costs include the project Sponsor's cost for appraisals, land survey fees, required relocation expenses, land stabilization costs, title insurance, attorneys fees up to \$2,000, closing and recording fees, historical and cultural assessments (if required by the DNR), baseline documentation (required for conservation easements), and the cost of environmental audits. Building demolition may be an eligible cost based on the degree to which the demolition contributes to lake protection or restoration. Ineligible costs include environmental clean-up costs, brokerage fees paid by the buyer, appraisal fees paid by the seller, real estate transfer taxes, and any other cost not listed above as an eligible cost.
3. Consulting Services:
Cash Costs include the full cost of the consulting contract(s) for the project.
Donated Value includes the value of donated professional consulting services valued at the rate the professional person actually receives for similar work performed for pay and documented by invoice or donated professional services worksheet.
4. Depreciation On Equipment: If you are purchasing equipment for the project, or accepting donations of equipment use, please consult with your regional DNR [Environmental Grant Specialist](#) for information on the lakes grant equipment depreciation and hourly use policy.
5. Donated equipment use: See number 4.
6. Donated services: Services of volunteer or staff who are unpaid or professional services donated by vendors, that the value of which must be documented by professional invoice or Donated Professional Services worksheet and summary form.
7. Fee Simple or Easement Acquisition Value: Land value for grant purposes must be certified by a DNR Appraisal Reviewer. Enter the certified value of the land or easement that you intend to purchase in the application. If you don't know the certified value because your appraisal has not yet been certified by DNR Appraisal

Reviewer, list the value indicated on the submitted appraisal. If all or part of the value of the land will be donated, enter the donated portion of the value in the Donated Value column, and the remainder, if any, within the Cash Cost column. Note: The cost of acquisition of any property that is subject to a reversionary right or has restrictions or covenants that would prevent the property from being managed for purposes consistent with this grant program is not an eligible cost.

8. Non-State Lab of Hygiene (SLH) laboratory costs: Enter on this line the costs of laboratory work at non-SLH laboratories. You must complete a [Surface Water Grant Project Lab Cost form](#) with your regional DNR Lake Coordinator and submit it with your application. You must have prior approval from the DNR to use a laboratory other than the State Lab of Hygiene.
9. Permit Costs: Enter the costs for required permits (permit must be related to a project implementation). If a permit(s) is required for your project, submit the permit application to the DNR through the appropriate established permit process. Any permit information included in the grant application packet will not be processed.
10. Purchased Services:
 - 10 a. Printing and Mailing: Estimate the cost of these services related to the project
 - 10 b. Other Purchased Services (specify):
 - 10 c. Plant Material: Plant, seed, mulch and erosion control materials. Rock rip-rap for erosion control must have prior approval from the DNR and should be identified under 'Supplies.'
 - 10 d. Supplies (specify): Supplies are consumable items, including office supplies, personal protective gear, and field supplies.
11. Salaries, Wages, and Employee Benefits:

Cash Costs includes salaries, hourly wages, and employee benefits paid by the applicant to its own employees for work directly related to the grant project and documented by time sheets and payroll records.

Donated Value includes the value of labor donated to the project. The value of such labor is limited to a maximum value of \$12.00 per hour.
12. State Lab of Hygiene (SLOH): If your project includes the collection of water chemistry samples and analysis at the State Lab of Hygiene, you must complete a [Surface Water Grant Project Lab Cost form](#) with your regional DNR Lake Coordinator and submit it with your application. Enter the total cost for testing from that form under Cash Cost.
13. Supplies: Office expenses directly related to the grant project.

14. Travel & Training: Costs and hours associated with staff training necessary for project implementation. Travel and Training activities should be identified in the project application.

15. Other: List costs that are needed to implement the project but are not captured in the dropdown list.

BUDGET

Project Budget						
Costs for Each Category	Project Costs					
	Activity	Time (hr.)	Cash Cost	Time (hr.)	Donated Value	Subtotal
Purchased Services ▾	Concept Plan and Community Engagement	100	5,000.00	40	2,000.00	\$7,000.00
Purchased Services ▾	Master Plan and Implementation Strategy	200	10,000.00	40	2,000.00	\$12,000.00
Wages & Emp. Benefits ▾	Staff Time and Administration	50	2,000.00	50	2,000.00	\$4,000.00
Donated Services ▾	Barge Tour Outreach			16	2,000.00	\$2,000.00
Educational Materials ▾	Pamphlets, Meeting Announcements,				500.00	\$500.00
Wages & Emp. Benefits ▾	GIS/Mapping Services			20	800.00	\$800.00
Subtotals			17,000.00		9,300.00	\$26,300.00
<div><input type="checkbox"/> Override Default State Share Percentage:</div>	Alternative State Share %		Total Project Cost Estimate (Cash + Donated Value)			\$26,300.00
State Share Requested						\$17,000.00
Large Scale Lake Planning Project - maximum grant up to \$25,000 - up to 67% state share, cannot exceed cash cost.						

Activity: List all activities within each category. Activities are aligned with the project objectives and are broken down by reimburseable expenses and sponsors match. Click on the + sign to the right of the chart to insert lines and click on the – sign to the left of the category column to remove lines.

Time (hour): Enter estimated number of hours needed to complete an activity relevant to the cash cost.

Cash Cost: Enter estimated cost required to complete an activity.

Time (hour): Enter estimated number of hours needed to complete an activity relevant to the donated value.

Donated Value: Enter estimated cost required to complete an activity.

Note: Often, project costs are paid by in-kind or cash contributions. In-kind contributions are those wherein a value of the contribution can be readily determined,

verified and justified but where no actual cash is expended in securing the goods or service comprising the contribution. Example: Donation of volunteer time or work space. Cash contributions are actual cash transactions. Example: Compensated faculty and staff time to a project, or purchasing of equipment.

Subtotal: The Budget table will automatically calculate each activity line item working from left to right within a row.

Total Project Cost Estimate: The Budget table automatically calculates the Cash Cost plus the Donated Value columns.

State Share Requested: The Budget table automatically calculates the state share based on the grant type % allowed.

Alternative State Share: If you are requesting less than the maximum state share for your project, check the box labeled “Override Default State Share Percentage”, then enter a new state share percentage in the “Alternative State Share %” field. The value must be less than the maximum state share allowed by grant type.

Section 6: Attachments

When your application is complete and ready to submit, remember to include the following:

- Authorizing Resolution ([Sample Authorizing Resolution](#)),
- Letter of commitment for donated cash or time (if applicable),
- Map of project location and
- [State Lab of Hygiene project costs worksheet](#) (if applicable).

Only attachments specified in Section 6 will be considered during application review.

Section 7: Certification

To be reviewed and signed by the Authorized Representative.

If submitting this application via email, type your name on the signature line and type the date that the application was signed. Save the application and attach the application to an email addressed To: DNRSURFACEWATERGRANTS@wisconsin.gov. Your email message will be accepted as an electronic signature.

NOTE: Submitted application will not be approved until you have provided a signed authorizing resolution ([Sample Authorizing Resolution](#)) that includes the following 5 tasks:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR

3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

All applications must be signed and dated by the representative authorized by resolution of the applicant's governing body prior to submission to the DNR.